

**Jennings Creek
ELEMENTARY**

**STUDENT
HANDBOOK
2018-2019**

This handbook has been prepared to inform parents and children of the school policies which govern Jennings Creek Elementary School. If you would like a paper copy, please contact Jennings Creek's office staff. Please read it and keep it nearby for reference.

It will be the responsibility of each parent to become familiar with the policies listed herein. We, the faculty, ask your cooperation and support of the following policies.

The Warren County Schools do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the employment or the provision of services.

Any and/or all questions or issues related to discrimination policies, procedures or practices are to be directed to the Office of Superintendent, Warren County Public Schools, P.O. Box 51810, 303 Lovers Lane, Bowling Green, KY 42101-6810, 270-781-5150.

TABLE OF CONTENTS

	<u>Page</u>
<u>Administration and Office Staff</u>	6
<u>Arrival & Dismissal Procedures</u>	14
<u>Assault</u>	16
<u>Assembly Programs</u>	22
<u>Attendance Policy</u>	11
<u>Backpacks</u>	18
<u>Books and Supplies</u>	11
<u>Buses</u>	24
<u>Cafeteria and Lunch</u>	9
<u>Cell Phones</u>	18
<u>Cheating, Forgery, and Falsification of Records</u>	17
<u>Cumulative and Health Records</u>	10
<u>Damage or Theft of Property</u>	17
<u>Dangerous Weapons and Instruments</u>	17
<u>Disaster Drills</u>	23
<u>Disrespect/Insubordination</u>	17
<u>Disruption of School</u>	16
<u>Dress</u>	19

<u>Early Dismissal</u>	14
<u>Emergency Information Cards</u>	21
<u>Extra-Curricular Activities</u>	23
<u>False Alarms</u>	18
<u>Field Trips</u>	24
<u>Gifted Service</u>	21
<u>Grade Reporting</u>	26
<u>Guidance Services</u>	21
<u>Homework for Absences</u>	13
<u>Homework Policies and Grade Level Guidelines</u>	26
<u>Inappropriate Language</u>	16
<u>Insurance</u>	22
<u>Learning Compact</u>	30
<u>Library</u>	22
<u>Lost and Found</u>	18
<u>Medication Policy</u>	15
<u>Rules and Regulations For Extra-Curricular Activities</u>	24
<u>School Bus Regulations</u>	25
<u>School Calendar</u>	7
<u>School Hours</u>	13

<u>School Pictures</u>	22
<u>Sick Room</u>	15
<u>Severe Weather School Closings</u>	23
<u>Site Based Decision Making Council</u>	7
<u>Solicitation</u>	20
<u>Suspension</u>	16
<u>Student Conduct</u>	15
<u>Telephone</u>	23
<u>Threats</u>	18
<u>Title I School-Wide Plan</u>	29
<u>Tobacco</u>	18
<u>Toys, Games, Recorders</u>	18
<u>Transportation Changes</u>	14
<u>Visitors</u>	10
<u>Welcome</u>	6
<u>Withdrawal</u>	10

WELCOME

We wish to take this opportunity to welcome you and your child(ren) to Jennings Creek Elementary School. We want you to know that we consider it a privilege to be working with your child(ren). We will be putting forth our best efforts to educate your child(ren), and we will need your individual support.

The principal may be reached during the regular school hours. You may schedule a meeting with the administrators or teachers by calling the school or emailing the person(s) with whom you wish to meet.

JENNINGS CREEK ADMINISTRATION AND OFFICE STAFF

**JENNINGS CREEK ELEMENTARY SCHOOL
ADMINISTRATION AND OFFICE STAFF**

Jamie Woosley– Principal

Stephanie Paynter – Dean of Students

Penny Tuttle – Guidance Counselor

Kim Henderson – Curriculum Coordinator

Jennifer Davis – Secretary

Jessica Stockton – Attendance Clerk

For a complete list of certified staff,
please contact the office or visit our school website.

SITE BASED DECISION MAKING (SBDM) COUNCIL

**JENNINGS CREEK ELEMENTARY
SITE BASED DECISION MAKING COUNCIL**

Principal

Jamie Woosley

Teacher Representatives

Parent Representatives

WARREN COUNTY SCHOOL CALENDAR

Warren County Schools

2018-2019

HOLIDAYS
STUDENTS 1ST & LAST DAY
NO SCHOOL
PREP OPEN/CLOSE DAY
PROFESSIONAL DEVELOPMENT
TEACHER PLANNING
MONDAY/WEDNESDAY PRESCHOOL 1ST AND LAST DAY
TUESDAY/THURSDAY PRESCHOOL 1ST AND LAST DAY
Possible Makeup Days

Possible Make-Up Days: Feb. 18, March 14, 15, May 29, 30, 31, June 3, 4, 5, 6, 7, 10, 11

174 Instructional Days

July-18							August-18							September-18							October-18										
WK	SUN	MON	TUES	WED	THUR	FRI	SAT	WK	SUN	MON	TUES	WED	THUR	FRI	SAT	WK	SUN	MON	TUES	WED	THUR	FRI	SAT	WK	SUN	MON	TUES	WED	THUR	FRI	SAT
1	1	2	3	4	5	6	7	6				1	2	3	4	10	2	3	4	5	6	7	8	15		1	2	3	4	5	6
2	8	9	10	11	12	13	14	7	5	6	7	8	9	10	11	11	9	10	11	12	13	14	15	16	7	8	9	10	11	12	13
3	15	16	17	18	19	20	21	8	12	13	14	15	16	17	18	12	16	17	18	19	20	21	22	17	14	15	16	17	18	19	20
4	22	23	24	25	26	27	28	9	19	20	21	22	23	24	25	13	23	24	25	26	27	28	29	18	21	22	23	24	25	26	27
5	29	30	31					10	26	27	28	29	30	31		14	30							19	28	29	30	31			

November-18							December-18							January-19							February-19										
WK	SUN	MON	TUES	WED	THUR	FRI	SAT	WK	SUN	MON	TUES	WED	THUR	FRI	SAT	WK	SUN	MON	TUES	WED	THUR	FRI	SAT	WK	SUN	MON	TUES	WED	THUR	FRI	SAT
19					1	2	3	23	2	3	4	5	6	7	8	28			1	2	3	4	5	32						1	2
20	4	5	6	7	8	9	10	24	9	10	11	12	13	14	15	29	6	7	8	9	10	11	12	33	3	4	5	6	7	8	9
21	11	12	13	14	15	16	17	25	16	17	18	19	20	21	22	30	13	14	15	16	17	18	19	34	10	11	12	13	14	15	16
22	18	19	20	21	22	23	24	26	23	24	25	26	27	28	29	31	20	21	22	23	24	25	26	35	17	18	19	20	21	22	23
23	25	26	27	28	29	30		27	30	31						32	27	28	29	30	31			36	24	25	26	27	28		
								28																							

March-19							April-19							May-19							June-19										
WK	SUN	MON	TUES	WED	THUR	FRI	SAT	WK	SUN	MON	TUES	WED	THUR	FRI	SAT	WK	SUN	MON	TUES	WED	THUR	FRI	SAT	WK	SUN	MON	TUES	WED	THUR	FRI	SAT
36						1	2	41		1	2	3	4	5	6	45				1	2	3	4	49							1
37	3	4	5	6	7	8	9	42	7	8	9	10	11	12	13	46	5	6	7	8	9	10	11	50	2	3	4	5	6	7	8
38	10	11	12	13	14	15	16	43	14	15	16	17	18	19	20	47	12	13	14	15	16	17	18	51	9	10	11	12	13	14	15
39	17	18	19	20	21	22	23	44	21	22	23	24	25	26	27	48	19	20	21	22	23	24	25	52	16	17	18	19	20	21	22
40	24	25	26	27	28	29	30	45	28	29	30					49	26	27	28	29	30	31		53	23	24	25	26	27	28	29

CAFETERIA AND LUNCH

Students are offered the choice of receiving a (free) lunch from school or bringing one from home. **Per Warren County Board Policy, no carbonated drinks are permitted at lunch.** Lunches are served at the following cost:

Adult Lunch Visitor	3.50
Adult Breakfast	2.10

Students are allowed to purchase “extras” (i.e. entree, milk, ice cream, etc.).

Adults supervising the lunchroom are an extension of the classroom teacher and the administration with the same authority. Students will be under their supervision during lunch. If students misbehave, the supervising adults may seat them separately from their classmates or issue a discipline referral. Misbehavior and loud talking will not be tolerated. We want students to enjoy their lunch; however, we do expect good manners and good behavior at all times. Each class is responsible for cleaning the area around its tables. Trays and utensils should be returned to the dishwashing area, and all lunch litter should be deposited in the wastebaskets. No food, utensils, straws, etc. will be allowed to be taken from the cafeteria.

Students are expected to get all necessary items they need when going through the line. They will not be allowed to return to the line for forgotten items. The supervising adults will provide those items to the students. Students are to remain seated at all times when in the cafeteria.

Students should keep their lunch accounts in good order. Cafeteria accounts are established as a prepay account. Students will not be allowed to charge for extra items.

Outside restaurant foods are not permitted for students.

Parents/Guardians may eat lunch with their children in the designated guest area. Only the child of the parent/guardian may eat with the parent/guardian. Friends are not permitted to sit in the guest area. Students will leave with their class at the scheduled conclusion of their lunch time. Parents/guardians will say their goodbyes in the cafeteria.

***All food items for classroom/school events must be store bought with an ingredient label available.**

CUMULATIVE and HEALTH RECORDS

Each student is required to submit a form from his/her parent or guardians stating that he/she is physically fit to take physical education classes or to participate in sports activities. Each student is also required to have full immunizations. Upon enrollment, parents must provide a current immunization certificate, physical examination completed by a physician, dental screening, and vision exam . Each student is also required to have a certified birth certificate and proof of residency on file at the school. We are obligated to abide by requirements set by the State Health Department.

All students entering the 6th grade must have a second MMR, Hepatitis B Series, TB Booster, and a second physical before entering school.

WITHDRAWAL

A student who will be leaving school should inform his/her teachers, if possible, at least one week prior to withdrawal.

VISITORS

All visitors must check in the office when entering the building. Students may not have visitors except in case of an emergency. In such cases, the student will be called from class to the office where the student and visitor may meet. Students are not allowed to have visitors (for example, out of town guests or brother or sisters) accompany them to school. Parents wanting to pick up children, should come by the office and the secretary will get them from the rooms. Please do not go to the classroom without checking in at the office first. This process is for the protection of your child(ren).

Parents or Legal Guardians are to keep the child's emergency card current. Students will not be allowed to have contact with any adult not listed on the emergency card. Parents are to provide the school with any court ordered custody agreement that limits contact, records releases, or visitation. Visitors coming for lunch will be asked for ID. If they are not on the emergency card, parents will be contacted for permission. If parents cannot be reached, lunch will not be permitted. Parents may send in notes to approve lunch visits. *It is the parents' responsibility to provide current court papers regarding custody and visitation.*

BOOKS AND SUPPLIES

Textbooks and calculators will be furnished to all students at no charge. Students who lose or destroy textbooks or calculators will have to pay for them. According to the policy of the Warren County Board of Education, you will be held responsible for your own books and materials regardless of what happens to them.

Books will be given out by teachers. If a textbook is damaged or lost, the student will have to pay the replacement cost.

Students in grades 3-6 will be provided an agenda book by the school which should be brought home daily and signed by a parent/guardian. If additional agenda books are needed (i.e. lost, destroyed) throughout the school year, students will need to purchase in the office at Jennings Creek Elementary.

ATTENDANCE POLICY

After an absence, **STUDENTS MUST BRING A NOTE**, signed by a parent/guardian with an approved Warren County Schools absence listed on the note, upon their return to school. If a parent/guardian checks a student out, a note is still required. A valid doctor or dentist note will also excuse an absence for health or dental issues. All written absence excuses must be received within five (5) school days of a student's return to school. If notes are not received within five school days, the

absence(s) will be UNEXCUSED. Upon return from an absence, students should take their note to the office. Please do not ask the attendance clerk to make exceptions to the rules. She is not authorized to do so.

A maximum of five (5) parent/guardian notes are allowed per year. A

parent/guardian note is only valid for one day of absence/tardy. A doctor's note will cover a health event of consecutive days. Once a student uses all their parent notes for that semester/year, only a third party note, document or other information requested by the school may result in excuse of the absence or tardy. Otherwise, all absences and tardies after the 5 excused parent note events will be unexcused. **Students who accumulate more than six unexcused absences or tardies will be referred to the director of pupil personnel** which may result in court proceedings for truancy. **Any student arriving after 8:35 a.m. or leaving before 3:35 p.m. will be counted tardy.**

The Warren County Board of Education considers the following an excusable absence or tardy at the elementary school level.

1. Death or severe illness in the student's immediate family;
2. Illness of the student;
3. Court appearance of the student pursuant to a warrant, subpoena, or citation;
4. Religious holidays and practices;
5. Participation in school-related activities approved by the Principal or designee;
6. One (1) day prior to departure of parent/guardian called to active military duty;
7. One (1) day upon the return of parent/guardian from active military duty;
8. Visitation for up to ten (10) days with the student's parent, de facto custodian, or person with legal custody who, while on active military duty stationed outside of the country, is granted rest and recuperation leave;
9. Other valid reasons as determined by the Principal or designee, trips qualifying as educational enhancement opportunities. Educational Enhancement Opportunities forms (EHO's) must be requested and

approved at least 10 days in advance of the time requested.

Family trips and vacations should be avoided if at all possible during the school year. These trips will be counted as unexcused. However, if it is absolutely necessary to take a trip, arrangements should be made with the teacher to make up any missed work.

HOMEWORK FOR ABSENCES

If your child is absent and you would like to get his/her homework for the day, please call the school by 9:00 a.m. You will be able to pick up the assignments in the office at 3:45 p.m. Sufficient time must be given for teachers to compile the homework and know exactly what will be needed for the next day. Please be sure that these assignments are completed and turned in following a request. A copy of the homework policy can be found in this handbook.

SCHOOL HOURS

School begins each day at 8:35 a.m. and is dismissed at 3:35 p.m. The doors to the school are unlocked at 8:05 a.m. Please do not drop off students before 8:05 a.m. If you need before school care or after school care, contact Community Education at (270)842-4281.

ARRIVAL AND DISMISSAL PROCEDURES

The school has procedures in place and supervision assigned to protect the safety of children coming to and leaving from school. **Students who are car riders should only be dropped off and picked up at the car rider line.** Please do not use the front school entrance for pick up and drop off.

TRANSPORTATION CHANGES

We understand that changes to your child's daily transportation routine do sometimes occur. Parents are to notify the school in writing if there is any change to a student's dismissal routine. Students will not be allowed to ride a different bus or leave with another student unless a note is sent. We understand emergencies will occur. If this is the situation, please contact the school before

1:45 p.m. It is often difficult to ensure that transportation change notices get to the children in the late afternoon. If a note is not sent with your student in the morning, please use the following email address to request a transportation change: jces.transportation@warren.kyschools.us

Parents will not be allowed to make transportation changes over the phone or through a teacher's email account.

EARLY DISMISSAL

Any time a student is to have early dismissal he/she must bring an explanatory note, and the principal will decide whether the dismissal is excused. The parent must come to the office to sign out the student. When the parent arrives, the student will be called from class, but **no student will be allowed to wait in the office for the parent's arrival** unless it is an emergency.

If an adult other than the parent or guardian is to pick up the student, written notification identifying the person, the reason for the dismissal, and the time of the dismissal must be sent to school. The school may require identification of any adult who comes to get the student, and the school reserves the right to refuse the release to anyone other than the custodial parent. Do not go to the classroom without checking in at the office. All teachers have been told to release students only to the office. Only adults whose names are on the emergency card will be allowed to pick up students.

SICK ROOM

Any student becoming ill at school should have his/her teacher take them to the office. The office staff will then determine whether or not the student should be sent home. **STUDENTS ARE NOT TO CALL HOME ON THEIR OWN.** The office will contact parents. We do not supply any kind of medication.

MEDICATION POLICY

If a student is required to take medication (including non prescription medication) during school hours, the following procedure is followed: **A parent or guardian must bring in the medication.** **Students are not to transport medication to or**

from school. Medication will not be given if it is brought to school by a child.

Prescription medication must be in the original container with a legible, unaltered label.

Over the counter medication can only be given for three (3) days without a note from a doctor.

Any student failing to follow this procedure may be considered in violation of Board of Education policies governing alcohol and drug abuse.

STUDENT CONDUCT

Students are expected to follow the school policies as set forth by the Board of Education, administration, and teachers. These policies, prohibiting or requiring certain student conduct, are in effect while the student is on school premises, going to and from school, or under the supervision of the Board at school-sponsored events or activities. Courtesy, cooperation, good citizenship, and self-control are qualities which all students will be expected to develop to a very high degree. Students may be disciplined for violating any of these rules or any other school rules adopted by the administrators. Punishment may range from a simple reprimand to suspension. The severity of the penalty shall correspond with the gravity of the offense. A more detailed explanation can be found in the District Student Handbook.

Jennings Creek students are expected to adhere to the following guidelines for success:

H- Have a Positive Attitude

O- Own Your Actions

W - Work Hard Towards Success

L- Lead By Examples

SUSPENSION

All pupils shall comply with the lawful regulations for the government of the schools. Willful disobedience or defiance of the authority of the faculty/staff, habitual profanity or vulgarity, or other gross violation of propriety or law constitutes cause for suspension or expulsion from school. The principal of any school may suspend a pupil for such misconduct, but shall report such action in writing immediately to the Superintendent and the parent or guardian. Out of school suspensions may be up to 10 days in length. For more information, please contact an administrator.

ASSAULT

A student shall not cause or attempt to cause physical injury to a teacher, administrator, school employee, student, or other person/visitor not employed by the school. Assault can warrant out of school suspension for students K-6.

INAPPROPRIATE LANGUAGE

A student shall not use or direct to or about a school employee, student, or visitor, any words, phrases, or actions which are considered to be slanderous or degrading in nature and/or phrases which are obscene or profane.

DISRUPTION OF SCHOOL

A student shall not use violence, physical assault, force, noise, coercion, verbal threats, intimidation, fear, passive resistance, trespass, or any other conduct that will cause the substantial disruption of the process or function of school. In addition, a student shall not urge other students to engage in such actions.

DISRESPECT/INSUBORDINATION

A student will comply with the directions of teachers, student teachers, teacher aides, administrators, or other authorized school personnel.

DAMAGE OR THEFT OF PROPERTY

A student shall neither misuse, damage, or destroy school or private property nor steal or attempt to steal public or private property. Students may be required to

pay restitution for damaged personal or school property.

CHEATING, FORGERY, FALSIFICATION OF RECORDS

Cheating of any type is not tolerated at Jennings Creek Elementary. Students engaged in cheating activities will face disciplinary actions. Forgery of student, parent, or teacher signature will lead to disciplinary actions. Students shall not knowingly give false information or alter records of any kind.

DANGEROUS WEAPONS AND INSTRUMENTS

A student shall not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon or instrument of violence, for example, but not limited to guns, knives, mace, and explosives (firecrackers), while under the jurisdiction of the school. Any certified staff member will confiscate any object determined to be dangerous. Students are also not allowed to have any toys that look like guns or weapons (including water guns). Parents will receive confiscated objects taken from students after signing a receipt in the principal's office at the end of the school year.

THREATS

A student shall not make threats against any person while at school. All threats are taken seriously and dealt with on an individual basis. Threats may warrant disciplinary action ranging from a warning to out of school suspension depending on the severity and nature of the threat.

TOYS, GAMES, RECORDERS

Toys, video games, music players, and trading cards of any kind, and other items which might interfere with the educational process are strictly prohibited at school and on the bus unless the teacher or bus driver has given previous permission. The principal reserves the right to hold unauthorized items until the end of the school year.

CELL PHONES

Cell phones are not permitted to be used at the elementary school level. All cell phones should be turned off and kept in backpacks while at school or on the bus. Students not complying with school policy will have their cell phone confiscated and must be picked up at school by the parent/guardian.

BACKPACKS

Students will not be allowed to bring rolling backpacks to school because of safety issues. Students who have a medical condition and bring in a note from a physician stating the need for a rolling backpack will be permitted to use one. Regular backpacks are to be worn with both straps over the shoulders and in proper position.

TOBACCO

Jennings Creek Elementary School is a tobacco-free campus. No student is permitted to carry, smoke, or use any tobacco product at school.

FALSE ALARMS

Students shall not initiate a false alarm or initiate a false warning of a fire or an impending bomb or catastrophe.

LOST AND FOUND

Any lost articles found will be placed in lost and found. Students and parents may request to look in lost and found for items. Any unclaimed items will be donated to a charity.

PARTY INVITATIONS

Party invitations are not to be distributed on campus or on school buses. The purpose is to prevent unnecessary issues that could disrupt the learning process.

DRESS

Student Dress and Appearance

The Warren County School System feels a responsibility to educate students socially as well as academically. Student dress is an important phase of social education.

Students should always dress appropriately for the occasion and avoid extremes in dress, cosmetics, and hair styles. Students should feel a responsibility to present a suitable appearance in order that they may reflect credit upon themselves, their family, school, and community.

The Board establishes the following standards because of its conviction that student attitude is closely related to dress and appearance. It is also felt that the climate for learning in school is enhanced by a student body which is suitably dressed and well groomed.

Elementary (Grades K-6)

Modesty and the avoidance of distracting influences are to be the key to dress:

- The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions which, in the judgments of administration, significantly disrupts school work, interrupts scholastic endeavors, or threatens the health of other pupils is prohibited.
- Hats may not be worn in school unless they are necessary for health or safety purposes.
- Sunglasses shall not be worn inside the school building without a medical excuse; a doctor's note must be presented beforehand.
- The hair shall be clean and well groomed. Distracting extremes shall not be permitted.
- Shorts may be worn provided proper decorum is maintained. Extremes should be avoided (e.g. shortness and tightness of garment).
- Patches, emblems, and clothing depicting vulgarity or advertising tobacco products, alcohol, or illegal substances shall not be permitted.

- Appropriate shoes shall be required at all times (e.g. gym shoes in P.E. classes).
- For safety reasons, **flip flops** or shower slippers should not be worn as regular footwear.
- Halter tops, sundresses, or tank tops shall be prohibited.

Enforcement

Administration shall enforce the dress code in their schools. In instances involving clothing not specifically included in the preceding regulations or involving variations of clothing covered in the regulations, administration shall interpret this policy.

Exemptions

On pre-announced days students may be exempted from the dress code.

Violations

This dress code is adopted in the interest of developing and maintaining a student body which is safe, well groomed, neat, and stylish. When violations of these policies occur, the principal or his/her representative will inform the student of the violation and instruct him/her in the correction of the discrepancy. If the student then fails to follow the established policy, disciplinary action may result.

SOLICITATION

Students at Jennings Creek Elementary are not to engage in any type of buying or selling of articles to one another on school property unless they have the permission of the principal.

EMERGENCY INFORMATION CARDS

Each student will be required to have a current emergency information card on file in the office. This card will be sent home on the first day of school. Please be sure to fill it out completely and return to school. This information gives us authority to make necessary arrangements in the event of an accident or illness. If there is a medical problem that might require special attention be sure to

identify and specify on the card the proper procedures we need to follow to administer or seek treatment for your child. Only those persons listed on the emergency cards will be allowed to check students out. It is the parents' or legal guardian's responsibility to complete and keep emergency card information up to date.

GUIDANCE SERVICES

The guidance counselor and/or district student assistant counselor will be available to meet with students and parents to better meet the needs of each student. Services offered include (but are not limited to) individual, small group, and classroom guidance. Examples of issues that might be addressed are self-esteem, relationships, peer pressure, drug and alcohol education, personal safety, decision-making, and college and career readiness. Parents may contact the counselor through the school office or by email.

GIFTED SERVICES

The Curriculum Coordinator will be able to meet with guardians to discuss any gifted student's GSSP (Gifted Student Service Plan). Parents may request a meeting at any point during the school year through the office or by email. Primary Talent Pool is for grades K-3. At the end of the 3rd grade, Primary Talent Pool ends and students must qualify for Gifted and Talented. Gifted and Talented is for Grades 4-6.

ASSEMBLY PROGRAMS

Assembly programs will be held throughout the year on topics of interest and importance to students. Teachers will take their classes to the auditorium, and the class will sit as a group with their teachers.

Students are expected to follow HOWL school-wide guidelines for success, school rules, and school procedures for assemblies. Students must be courteous to our visitors and those presenting the program. There should **NEVER** be any booing or whistling in an assembly program. Misbehavior in assembly programs will not be tolerated and any student who is not acting properly will be immediately

removed from the area. Students who misbehave during an assembly may lose that privilege for the remainder of the year.

LIBRARY

The library opens at 8:05 a.m. and closes at 3:35 p.m.

Kindergarten will be allowed to check out one book while 1st-6th graders may check out two books. A book may be borrowed for two weeks, and at the end of that period that book may be renewed if it is not in demand.

Remember that each student is responsible for any damage done to materials. Do not lend materials to other people. Fees will be charged for any damage or lost books, but there are no fines for overdue books.

During open times, students are encouraged to come to the library to read, research, browse, check out, and participate in special library programs.

SCHOOL PICTURES

Individual pictures are made in the Fall and Spring of each school year. Parents and students will be notified as to the date in advance. Purchase of these pictures is optional. Group pictures are also made each school year will be available for purchase.

INSURANCE

At the beginning of the school year students will be given the opportunity to purchase a student insurance policy from a private company which will cover injuries which may occur at school. The school district does not carry a policy that covers the students, and parents are advised to provide that coverage either through the offered policy or other private policies.

SEVERE WEATHER SCHOOL CLOSINGS

If school is closed due to school weather, please refer to the Warren County Public Schools website, www.warrencountyschools.org, or local radio and television stations. Please do not call the school or the board of education office.

DISASTER DRILLS

There are specific procedures for both fire and severe weather conditions that will be indicated by each classroom teacher. Because exiting procedures and safe areas are different for each classroom, the student should check with each teacher for the specific directions concerning that room. Student behavior is expected continue to follow HOWL school-wide guidelines, school rules, and procedures during a drill so that the safety of all students is ensured.

TELEPHONE

The school telephone in the office is for business and should not be used by students except for emergencies. Office personnel will place calls for students when deemed necessary. Students may be called from class only if there is a true emergency. Jennings Creek's phone number is (270)904-9200.

EXTRA-CURRICULAR ACTIVITIES

Students will be eligible to participate in club (or extra-curricular) activities if they comply with rules established by the adult sponsor for the activity and, where applicable, meet any requirements set by the appropriate sponsoring or governing organization.

Participation in some extra-curricular activities, whether as a participant or an observer, requires the student to stay after school on certain days for meetings, practices, or games. It is the responsibility of the students and their parents to arrange for transportation home after such events. Students will always be informed of the time schedule of after school activities, and rides should be pre-arranged to arrive at the stated time. Forms stating rules, regulations, and expectations will be sent home for parents to sign before a student may participate.

RULES AND REGULATIONS FOR EXTRA-CURRICULAR PARTICIPANTS

1. Each club will determine the qualifications for student eligibility and participation.
2. The Rules of Conduct as stated in the Student Handbook will apply to all activities on school grounds or away from school.
3. Times of arrival and departure will be established by the sponsors and given to all participants.
4. Coaches and sponsors may require more stringent guidelines than those listed above.

FIELD TRIPS

During the year students may have the opportunity to participate in two field trips. These educational enhancement events provide a rich experience for students. All school and WCPS expectations apply to these off-campus events. Students may not be invited to participate if his/her behavior poses a danger to self or others.

BUSES

If there is a problem on the bus the parents should try to contact the driver. If the problem cannot be resolved, then the Dean of Students should be contacted. Students are expected to follow all driver instructions and follow the regulations below. Parents will be contacted before any student is suspended from riding the bus. We ask you to cooperate with us to enforce these policies for the safety of your child(ren). Drivers and routes are subject to change.

SCHOOL BUS REGULATIONS

Good behavior and observance of the following rules and regulations will determine the right of all pupils to ride the bus:

1. The driver is in charge of the bus, and the pupils follow his/her instructions completely.
2. Remain seated and facing forward at all times.
3. Do not throw paper or other rubbish on the floors.
4. Get off the bus only at home or at school.
5. Do not deface or destroy any part of the bus.
6. Report to the driver any damages to the bus.
7. Loud or offensive language is not permitted.
8. Animals are not allowed to be transported on the bus.
9. Students may not carry on the school bus any type of water gun, water balloon, water bottle, or other such objects.
10. When departing school in the afternoon, students are to stay on the bus dock or in the designated area while waiting to board. **DO NOT STAND OR WALK BEHIND THE BUSES** while waiting to leave the grounds.
11. Students who want to ride a bus other than their assigned bus, to or from school, must bring a note from home, have the note signed by the principal, and present the note to the bus driver.
12. Students are not allowed to leave their assigned seats without permission of the bus driver.

Should any pupil persist in violating any of the above regulations, the bus driver will notify the dean of students. The Dean of Students may notify the parents or forbid the disobedient student to ride the bus during a period of time suitable for the offense committed. Written notice of the action shall be furnished to the parents by the school.

GRADE REPORTING

Jennings Creek Elementary School is organized on nine-week grading periods, and each student in grades 4-6 receives a grade card four times yearly. The card is issued by the homeroom teacher and is to be returned to the teacher after the student obtains his/her parent's or guardian's signature. The card contains not only the student's academic and conduct grades, but also the student's attendance record and teacher's comments. Each student is responsible for his

report card. Primary students will receive a progress report four times yearly. In addition to the quarterly reports, intermediate students may receive midterm progress reports.

HOMEWORK

Homework is any planned or approved work that is to be completed by the student outside of the regular school day. Students may have long-term projects or presentations assigned by the teacher, nightly reading, studying math facts, etc., at the discretion of the child's teacher. Any unfinished classwork will be sent home to be completed and returned the next school day.

TITLE I SCHOOL-WIDE PLAN

The Title I Program is funded by the Federal Government and enables us to provide this program for the benefit of our students. The goal of Title I is to provide a high quality education for every child.

Jennings Creek Elementary offers a school-wide Title I Program. Primary students receive 90 minutes of reading instruction and 60 minutes of math instruction. Intermediate students receive 60 minutes of reading instruction and 60 minutes of math instruction.

Our RTI (response to intervention) program is designed to assist students by providing an additional 30 minutes for reading and an additional 30 minutes for math. All students will benefit from the added assistance for intervention, extra practice, or extension. We will have an intervention teacher who will pull students during the selected 30-minute sessions. Jennings Creek Elementary's Title I program sets goals for improvement and measures student progress using various materials.

JENNINGS CREEK ELEMENTARY LEARNING CONTRACT

Jennings Creek Elementary is committed to the belief that all children can learn and acknowledge that all of us - teachers, administrators, and parents - working together can make a positive difference in student achievement.

The Teacher's Pledge

We want to thank you for entrusting your child's learning into our care. We believe that if the teacher, the parent, and the child work together, we can give each child the best education possible. We will treat your child with respect and do our best to help him/her be a successful learner by doing the following:

- Provide high quality instruction from highly qualified teachers
- Have high expectations for students
- Work with families, the community, and other professionals to support student learning
- Provide a safe, supportive, and effective learning environment
- Respect the cultural differences of students and their families
- Keep parents informed
- Provide challenging tasks so the student can achieve his/her potential
- Actively and consistently work toward the goal of achieving excellence

The Parent's Pledge

I know I am my child's first and most important teacher. I understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I will be active in helping my child receive the best education possible by doing the following:

- Insist that all homework assignments are done each night
- Discuss with my child what he/she has learned at school each day - ask questions
- Remind my child of the necessity of discipline in the classroom - especially self-discipline
- Spend at least one-half hour a day enhancing reading and/or math activities
- See that my child is punctual and attends school regularly
- Encourage my child's efforts and be available for questions
- Stay aware of what my child is learning
- Keep in touch with teachers by regularly responding to messages and reports from school
- Attend parent/teacher conferences and educational planning meetings to

discuss student achievement

- Be available and supportive of important educational decisions made for my child by the school staff
- Make sure my son/daughter gets a good night's sleep

The Student's Pledge

I realize that my education is important to me. I will put forth my best effort and attitude so that I will receive the best education possible by doing the following:

- Attend school regularly
- Work hard to do my best - being responsible and having a good attitude
- Complete and return homework assignments
- Conform to rules of student conduct
- Respect and cooperate with other students and adults
- Ask for help when I need it
- Communicate with others about what I am learning at school

Thank you for taking the time to read the Jennings Creek Student Handbook.